

SATC - 4776
Copy 5 of 10

26 March 1956

MEMORANDUM FOR: Project Director of Operations
Project Director of Administration
Project Director of Material
Project Contracting Officer

SUBJECT : Official Travel by Senior Project Officials

1. Effective this date, the above addressees will plan their official travel in such a way that their respective components are represented at Headquarters either by themselves or their deputies.

2. Official travel by the addressees or their deputies outside of Washington must receive prior approval by the Project Director or the Deputy Project Director, such approval to be recorded by appropriate initials in the upper right hand corner of the individual Travel Order.

SIGNED

RICHARD M. BIESSELL, JR.
Project Director

ADM/c

Orig - Dir/Ops
2 - Dir/Admin
3 - Dir/LO
4 - Contr. O.
5 - RMB (Admin)
6 - Commo
7 - SO
8 - Pers
9 - Reading
10 - Chrono

SECRET